

Credential Application

Safety and Buildings Division
 201 W. Washington Avenue
 P.O. Box 7082
 Madison WI 53707-7082
 Phone (608) 261-8500
 TDD #: (608) 264-8777
 7:45 a.m. - 4:30 p.m.
www.commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU:

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

HVAC QUALIFIER CERTIFICATION

Application and Exam Fee (nonrefundable): \$70.00 class code 7644

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$60 credential fee. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from the date of issuance. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

New Comm 5 Changes affecting your license: Rule revisions effective August 1, 2004, adjusted the length of terms for some Safety and Buildings Division credentials. Fees were not increased nor were continuing education requirements increased, but were adjusted accordingly to reflect the longer license cycle. The total renewal fee and the required continuing education hours changed as the credentials went from two- or three-year terms to four-year terms. For specific code language, see Comm 5.06 (online at <http://www.commerce.state.wi.us/SB/SB-DivCodesListing.html>).

A person holding an HVAC Qualifier certification may apply without examination for UDC-HVAC inspector certification.

Reason for Credential: Pursuant to s. 101.178 (3), Stats., an individual may obtain in accordance with this section an HVAC qualifier certification from the department relative to the business of installing or servicing heating, ventilating or air conditioning equipment. A person or entity who utilizes a person who holds an HVAC qualifier certification under this section shall be deemed to be certified and pursuant to s. 101.178 (3) (c), Stats., may not be required to obtain a local certification, license or other approval in order to engage in the business of installing or servicing heating, ventilating or air conditioning equipment. The scope of the required examination will include questions covering heat loss, code ventilation requirements, fuel-fired equipment, combustion air, appliance venting, sheet metal, boilers and piping, air conditioning and refrigeration, electric heat, wood heat, gas piping, equipment efficiencies and insulation.

Requirements of Credential: A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Qualifications for Examination: A person applying for an HVAC qualifier certification examination shall have completed:

- At least 1000 hours per year for at least 4 years of experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment;
- At least 4 years of attendance in a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program; or
- Any combination of 4 years of experience recognized under par. (a) and education recognized under par. (b).

To demonstrate the requirements for qualifying to take the examination do one or more of the following:

- **ATTACH** a copy of the official transcripts from school if you claim to have attended a school of mechanical engineering or in an accredited college, university, or technical, vocational or apprenticeship school in an HVAC-related program. Photocopies of transcripts will not be accepted.
- **FILL** in the following table relating your experience in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. The Time Period does not have to be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in supervising or performing the design, installation, servicing or maintenance of HVAC systems or equipment.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover the Wisconsin Uniform Dwelling Code (UDC) (Comm 20-25) or Commentary; Wisconsin Commercial Building Code (Comm 61-65), WI-amended versions of the 2000 IBC, IMC, IFGC, and IECC; Wisconsin Boiler and Pressure Vessel Code (Comm 41); Wisconsin Mechanical Refrigeration Code (Comm 45), 1995 SMACNA HVAC Duct Construction Standards Manual-Metal and Flexible and the 1999 National Fuel Gas Code (NFPA 54, parts 2, 3, & 4); The requirements are found in the State Statutes, s. 101.178 and Administrative Code or Comm 5. For a copy of the Comm Code documents, write: Department of Administration, Document Sales and Distribution, P. O. Box 7840, Madison, WI 53707, or call 1-800-DOC-SALE. SMACNA Manual(s) can be ordered by calling 414-543-7622. NFPA codes, call 1-800-344-3555. Copies of the enrolled amended IBC, IMC, IFGC, and IECC are available for purchase from our office by using the attached order form.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:		This is a 3-hour exam and will be scheduled for the p.m. [] a.m. session (7:15) or [] p.m. session 11:45		
Circle the exam location of your choice below. Then below the location, circle the day you would prefer to take the exam.				
Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers	
2004 Exam Schedule				
	August 5	August 10	August 17	
September 14		September 28	September 21	
	October 7	October 12	October 19	
November 9		November 16	November 23	
		December 14	December 21	
2005 Exam Schedule				
LA CROSSE Days Inn and Conference Center 101 Sky Harbour Dr 608-783-1000	GREEN BAY Regency Suites Hotel 333 Main St 920-432-4555	MADISON Sheraton Inn 706 John Nolen Dr 608-251-2300	PEWAUKEE Waukesha County Technical College WCTC 800 Main St 262-695-3474 No Soil Testers	HAYWARD Hayward Inn & Suites 10290 Hwy 27 S (715) 634-4100
	January 4	January 11	January 19 Wednesday	
February 8		February 15	February 22	
	March 9 Wednesday	March 15	March 22	March 30
April 5		April 12	April 19	
	May 11 Wednesday	May 24	May 17	
June 7		June 22 Wednesday	June 14	June 29
	July 12	July 26	July 19	
August 9		August 23	August 16	
	September 13	September 27	September 20	
October 25		October 11	October 18	October 5
	November 8	November 22	November 15	
		December 13	December 6	

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

Obtaining the Wisconsin Commercial Building Code

The *Wisconsin Commercial Building Code* is chapters Comm 61 to 65 of the *Wisconsin Administrative Code*. (Note that the *WCBC* adopts and modifies various International Code Council codes, provisions of which are included in the Enrolled version of the *WCBC*. Provisions of the ICC codes are not included in the paper versions sold by state Document Sales or the electronic versions online from the state Revisor of Statutes.)

The ***Wisconsin Enrolled Commercial Building Code*** includes Comm 61 to 65 and the adopted provisions of the International Code Council codes: *International Building Code*, *International Energy Conservation Code*, *International Mechanical Code*, and *International Fuel Gas Code*. The up-to-date 2003 Enrolled *WCBC* is available in a two-volume, ring-binder paper set, for \$200, and in a single-user, compact-disc electronic version for \$240. Note that there have been two *WCBC* revision packages since the Enrolled Code was originally printed in 2002. There are two update sets of pages for the original paper 2002 version of the Enrolled Code, available for free download or for purchase (\$10 per set), more info. The paper copies of the Enrolled Code, as of November 21, 2003, are complete new versions which do not need any update pages. (All CD copies of the Enrolled Code, no matter when purchased, are the latest versions and do not need any updating!) See the order form and more info about the Enrolled Code.

Online *WCBC*, (not ICC code provisions) free viewing or download: www.legis.state.wi.us/rsb/code/comm/comm061.html.

Paper *WCBC* copies (not with ICC code provisions) may be purchased, for \$32 plus tax, from the Document Sales and Distribution office of the Wisconsin Department of Administration. Document Sales does offer an update service, for a fee, to provide copies of any state code revisions during a subscribed period of time. (The state update service does NOT include any update to the Enrolled *WCBC*. There is no automatic update service for revisions to the Enrolled *WCBC*. You obtain updates to the Enrolled *WCBC* by buying or downloading replacement pages.)

- You may telephone (with a Visa or MasterCard credit card), 800-362-7253, or 608-264-9419.

- You may purchase from the Document Sales office, 202 South Thornton Avenue, Madison, 7:45 a.m. and 4:30 p.m., Monday through Friday.

- Through the mail (with an order form) using a check, money order, or Visa or MasterCard credit card. The order form is available by calling 800-362-7253, or 608-264-9419, or from the Document Sales Web site.

- By fax, 608-261-8150, using the order form along with a Visa or MasterCard credit card.

ICC Codes: Comm 61 to 65 adopts and modifies the 2000 edition codes produced by the International Code Council, but does NOT contain the text of these codes: *International Building Code*, *International Energy Conservation Code*, *International Mechanical Code*, and *International Fuel Gas Code*. The 2000 ICC codes can be purchased in several formats, for various prices: International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795; 708-799-2300, or www.iccsafe.org.

Order Form - *Wisconsin Enrolled Commercial Building Code* - Nov. 2003

See below for definitions of the various versions of the Enrolled Code

Number of sets of the latest full hardcopy version (\$200 per set) _____

Number of copies of the latest full single-user, compact-disc version (\$240 per copy) _____

Number of sets of 2002 replacement pages (\$10 per set) _____

Number of sets of 2003 replacement pages (\$10 per set) _____

Send check for the total amount (S&B cannot accept credit or debit card purchases) to the "Safety and Buildings Division" Attn: Roberta Ward, P.O. Box 2689, Madison WI 53701

Company or individual name: _____

Shipping street address: _____

Special instructions, such as shipping company and customer number for overnight shipping: _____

City, state, zip: _____

Telephone number: _____

Fiscal code 8035 Personal information you provide may be used for secondary purposes [Privacy Law, s. 1504(1)(m)]

As of November 21, 2003, the second paper printing of the Enrolled Code became available. The second paper printing differs from the original 2002 printing by incorporating code changes that became effective on July 1, 2002, and on May 1, 2003, and includes various minor editorial changes. (All current versions of the CD copy of the Enrolled Code, no matter when purchased, are second printing, and do not need any updating!)

Replacement Pages: Any paper copies of the 2002 printing that were purchased before July 8, 2002, can be updated to match the second, 2003, printing by obtaining a 2002 set of replacement pages and a 2003 set of replacement pages. Any paper copies of the 2002 printing that were received after July 8, 2002 and before November 21, 2003, (which did include the 2002 set of replacement pages) can be updated to match the second printing by obtaining just the 2003 set of replacement pages. These two sets of replacement pages can be downloaded free on the S&B WebSite, or can be purchased using the above order form. If you are not sure of when you purchased your Enrolled Code, you can look at replacement pages linked here below to see whether your code copy has the updates that are in the replacement pages.